



ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3926

IMAH-HRD-C

JUN 27 2006

MEMORANDUM FOR US Army Installation Management Agency Personnel

**SUBJECT: US Army Installation Management Agency Policy Memorandum #55
Extension of Statutory Reemployment Rights for Overseas Employees Occupying
Closure-Critical Positions.**

1. REFERENCES.

- a. Title 10, US Code, Section 1586.
- b. DOD Directive 1400.25-M, CPM 352, Reemployment Rights.
- c. AR 690-300, Chapter 352, Reemployment Rights, 12 August 1994.
- d. AR 690-300, Chapter 301, Overseas Employment, 12 August 1994.

2. PURPOSE. To establish policy on extending reemployment rights for employees who have been identified as closure-critical to base reduction and closure activities.

3. APPLICABILITY. This memorandum supersedes IMA policy memorandum #55, January 13, 2006. This policy covers all IMA employees meeting the following criteria:

- a. Be an appropriated fund employee assigned to a duty station outside the United States. For purposes of this policy, Hawaii and Alaska are considered to be "outside the United States";
- b. Have reemployment rights to an IMA installation in the United States or a non-foreign area where the return position is unaffected by BRAC activities;
- c. Be employed at a site undergoing closure/major reduction; and,
- d. Have been identified by the garrison commander as a closure-critical employee whose presence at the site is essential to the effective transition required by the base closure/reduction.

4. POLICY. It is the policy of IMA to grant extensions to the reemployment rights of closure-critical employees except where such actions would cause severe mission problems for the commanders of obligated positions.

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5. PROCEDURES.

a. When the overseas commander would like to approve an extension to an employee's tour, which causes an employee to exceed the limitation on reemployment rights, the commander will submit a request for the extension of reemployment rights through the Region Human Resources Division to the employee's commander in the United States. The basis for the request will be the critical nature of the employee's closure/reduction related duties and the extension will not exceed two additional years. A sample memorandum is enclosed.


b. Copies of approved extensions will be provided to all interested parties (e.g., the overseas commander, servicing Civilian Personnel Advisory Center (CPAC)s and Civilian Personnel Operations Centers in the overseas area and in the United States, etc.

c. On rare occasions, commanders may have extenuating circumstances that preclude concurrence with an extension request. In these cases, the nonconcurring commander will submit a memorandum through the HQIMA Human Resources Division to the Director IMA providing the reasons for opposing the extension.

d. Upon receipt of an approved extension, region offices will coordinate with the employee's servicing CPAC and will ensure the employee completes and signs Part A, Appendix C, AR 690-300, Chapter 352, Supplement to Statutory Reemployment Rights Agreement and/or other appropriate documents.

6. PROPONENT. HQ IMA Human Resources Division is the proponent for this IMA policy. POC is Civilian Personnel Branch, at commercial (703) 602-3320 or DSN 332-3320.

Encl



JOHN A. MACDONALD
Brigadier General, USA
Director

SAMPLE

OFFICE SYMBOL

MEMORANDUM THRU Region Human Resources Director

FOR CONUS Commanders

SUBJECT: Request for Extension of Reemployment Rights for
Mr./Ms. _____.

1. Reference Title 10, Section 1586 and DoD 1400.25-M, Civilian Personnel Manual 352, Reemployment Rights.
2. This installation has been identified to close/undergo major reductions due to rebasing actions. During the next 2 years, we will be engaged in the difficult job of relocating a large number of Soldiers and civilians, assuring that environmental impacts are addressed, working closely with our (Host Nation) counterparts, restructuring the remaining mission and workload, and finally closing major portions of this activity. We will need to retain certain employees who have critical skills required to accomplish this transition mission.
3. Mr./Ms. _____ is currently assigned to this command and is one of those with such critical skills. He/she has reemployment rights to the position of (Title, Series and Grade) in your command. The 5-year limit on these reemployment rights will be reached on _____.
4. Because of the exceptional nature of the transition requirements, I am requesting that you agree to an extension of an additional 2 years to NTE _____. The continued support of our Soldiers, civilians, and their family members is vital at this time of transformation and transition. Your support in this effort will be sincerely appreciated not only by me, but also by the many that will benefit from retaining this much needed expertise.

Encl

SAMPLE

SAMPLE

You may reach me at commercial _____ or DSN _____.
Your assistance during this very difficult, demanding and turbulent time is appreciated.

Signature
Foreign Area Commander

Approved

Signature
CONUS Commander

CF:
Employee
CPAC
Region Human Resources (HR) Staffs

SAMPLE

Note: Recommendation not to extend the reemployment rights must be forwarded thru the Region Director for decision by the Director, IMA.